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GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION

NOTIFICATION

New Delhi, the 20th August 1949

No. 14(58) Ous./49-D.S.—In exercise of powers conferred by Section 39 of the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949 (Ordinance XII of 1949), the Central Government is pleased to make the following rules, namely:—

1. **Short title.**—These Rules may be called the Administration of Evacuee Property (Delhi) Rules, 1949.

2. **Definitions.**—In these Rules—

(a) "the Ordinance" means the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949 (Ordinance XII of 1949);

(b) "section" and "sub-section" mean the section and sub-section respectively of the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949.

3. **Conditions of service of the Custodian and other officers.**—All officers appointed under the Ordinance shall, subject to any special contract to the contrary, be governed by the general service rules applicable to all Central Government Servants

4. **Furnishing of security.**—The Central Government or the Custodian may require such officials as are entrusted with the receipt, disbursement and custody of money or property, to furnish such security as may be considered adequate.

Note—In the case of cashiers and field inspectors, the minimum amount of security will be Rs. 2,000 and Rs. 1,000 respectively. The security will be in the form of cash deposit or fidelity insurance policy in the required sum.

5. **Notification of evacuee property under sub-section (1) of section 6.**—(1) The Custodian, on being satisfied on inquiry that a particular property is an evacuee property, may notify such evacuee property by publication either in the *Gazette of India* or in any local newspaper or on the notice-board kept for that purpose in his office. And the Custodian may, in addition affix copy of the notification on the evacuee property

(2) The notification shall give full particulars of the property regarding the location, municipal number, etc. In case of agricultural land, it shall specify

as far as possible its *Khasra* number and the village where it is situated. This notification shall be in Form No. 1.

(3) A list of all such evacuee property brought up to date shall be published once a year.

6. Notice to surrender possession under sub-section (2) of Section 6.—On the publication of the notification under Rule 5, a notice demanding surrender of possession shall be served on the occupant of the evacuee property calling upon him to surrender possession to the Custodian or a person authorised by him in this behalf within the time prescribed: Provided that in emergent cases, the Custodian may require the occupant to give up possession immediately and the premises may be sealed at once. This notice shall be in Form No. 2 and signed by an officer not below the rank of Assistant Custodian.

7. Procedure under Section 7.—(1) Where a notice has been duly served on the occupant of the property under Rule 6 and the possession is not delivered as required, a warrant of eviction in Form No. 3 shall issue and this warrant shall be signed by an officer not below the rank of a Deputy Custodian. One copy of the warrant shall be forwarded to the police officer of the Police Station concerned or such other officer as may be in charge of carrying out eviction, who shall forthwith take steps to effect the eviction with the use of such force as may be necessary.

(2) Every Police Officer to whom warrant of eviction is sent for execution, shall submit a weekly report to the Deputy Superintendent of Police having jurisdiction and a copy thereof to the Custodian, giving details and number of warrants entrusted to, as well as executed by, him together with such other particulars as may be necessary.

(3) A register of warrants issued shall be maintained by the Custodian and this register shall contain the following particulars, namely:—(a) Name of owner, (b) description of property, (c) Name of the warrantee, (d) date of issue and service of surrender notice, (e) the final result.

(4) The Custodian, the Additional Custodian or the Authorised Deputy Custodian *suo moto* and the Deputy Custodian or Assistant Custodian dealing with the claims under Section 8 of the Ordinance on the motion of the party aggrieved, may stay the eviction proceedings pending determination of the claim petition.

8. Mode of taking possession of immovable property.—(1) Subject to the provisions of these Rules, where the property to be taken possession of is immovable property which is lying sealed or where from the occupant has been evicted under Rule 7, its possession will be taken by the Custodian by putting his allottee into the premises.

(2) Where the evacuee property forms a share of an undivided property in possession of a non-evacuee co-sharer, or where the property in question is in the occupancy of a tenant or for other reason it is not possible to take actual physical possession of the property, the Custodian may take constructive possession of such property and direct the occupants of the property to deposit rent/licence fee in his Central Chest.

9. Mode of taking possession of movable property.—Where the property to be taken possession of is movable property, the possession shall be taken by actual seizure and the Custodian may keep the property in his own custody or entrust it to a *superdar* on such terms as to security in Form No. 1, as the case may be: Provided that if the property is subject to speedy or natural decay or when the expense of keeping it would exceed its value, the Custodian may sell it forthwith.

(2) A public notice of such application shall be made in a daily newspaper at the expense of the applicant.

(3) The applicant shall, before any order for restoration is made, produce a 'no-demand certificate' from the relevant branches of the office of the Custodian.

14 Procedure for confirmation of transfers under Section 25.—(1) An application for confirmation under sub-section (2) of Section 25 shall contain the following particulars namely:—

- (a) Boundaries, Municipal number and location of the property transferred and also *Khasra* number, in case of agricultural land.
- (b) Particulars of transfer sought to be confirmed including the dates of the transfer and registration, if any, the addresses of the parties and the consideration paid or deferred.
- (c) Particulars of any previous transfer in respect of the property.
- (d) The name and the address of the person in possession of the property transferred and the capacity in which such person is in possession.

The application shall be verified in the manner prescribed in the Code of Civil Procedure, 1908 for verification of pleadings and shall be accompanied by a copy of the transfer deed in question and also a schedule containing the particulars of any other property owned, possessed or transferred by the transferer after 31st March, 1947.

(2) The application shall be presented by the transferor or the transferee personally or by his duly authorised agent or pleader and shall bear a court-fee stamp of Re. 1

(3) The Custodian shall cause a notice in Form No. 6 to be served on the transferor or transferee, as the case may be, and may further cause a similar notice to be served on the person in possession and on any other person in possession and on any other person whom the Custodian thinks to be interested in or likely to be affected by the result of the application.

(4) A public notice shall also be published in a duly newspaper at the expense of the applicant.

(5) If any application is pending on the date of the publication of these rules, the applicant may, *suo moto*, within thirty days from the date of publication of the rules or on the order of the Custodian within the period specified therein, amend his application so as to bring it in conformity with the rules and may also make up the deficiency in court-fee stamp within the period aforesaid.

(6) In case the applicant fails to amend the application in accordance with Sub-rule (5) of this Rule, the Custodian may dismiss the application or proceed to decide it on the materials before him.

(7) After the notices are served in accordance with provisions of the Sub-rules 3 and 4 of this Rule, the Custodian shall proceed to determine the application in a summary inquiry.

(8) If a party making an application fails to appear on the date fixed when the case is called for hearing, the Custodian may dismiss the application for default or proceed to decide the application on the materials before him in the absence of the party.

(9) Where the application is dismissed under sub-rule (8), the applicant shall be precluded from making a fresh application on the same facts with respect to the same property. But he may apply within thirty days from the date of the order of dismissal or the knowledge of such dismissal for an order to set aside the dismissal and the Custodian, if he is satisfied that there was sufficient cause for non appearance when the case was called for hearing, shall make an order setting aside the order of dismissal upon such terms as he thinks fit and shall appoint a date for proceeding with the application.

15 Manner of service or publication of notice, summons or order—Service or publication of any notice, summons or order under the Ordinance or under the rules framed thereunder shall be effected in one or more of the following ways:

- (1) By giving or tendering it to the person concerned or his manager or agent if any.
- (2) By leaving it at the last known place of business or residence of the person concerned or by giving or tendering it to some adult member of the family.
- (3) By sending the notice, summons or order by Registered Post.
- (4) By affixing the notice, summons or order on some conspicuous part of the premises concerned or by proclamation in the locality or at the last known place of business or residence of the person concerned or by publication in a daily newspaper.

16 Method of payment of amounts due to the Custodian.—(1) Rents, rates, sale money, sale proceeds and other amounts payable to the Custodian in respect of expropriated property under the Ordinance or under these rules shall be tendered in cash or by postal money order to the Cashier in the office of the Custodian or to any other person who may be authorised by the Custodian in this behalf to receive such money.

(2) The person receiving the money on his behalf shall issue a receipt in Form No. 7. Receipts issued by the persons making realisation on behalf of the Custodian on the spot shall, however, be prepared in Form No. 8 by carbon process by using double sided carbon paper.

(3) Crossed cheques may, at the discretion of the Custodian, be accepted. In case of out station cheques the amount on account of bank commission should also be added to the amount due to the Custodian. No receipt for any cheque shall be a valid discharge of any liability unless the cheque is cashed.

17 Payments by Custodian—(1) No payment shall be made except after the payee has presented his claim and the Custodian or an officer duly authorised by him in this behalf, after checking the same has passed order of payment thereon.

(2) All payments shall ordinarily be made by cheque signed by the Custodian or any person authorised by him in writing in this behalf, provided that if the amount involved does not exceed Rs. 50, the payment may be made in cash.

NOTE 1 Cheque Books shall remain in the custody of the Custodian or any other officer who may be authorised by him in writing.

NOTE 2—No cheque shall be drawn unless it is required for immediate delivery to the person to whom money is to be paid.

NOTE 3—The bills shall be numbered serially for each month and shall after payment be stamped as under:—

Paid <i>vide</i> cheque No. in cash	Dated :
(Sd/-)	
	Accountant Cashier

NOTE 4—The bills shall, after payment, be filed and kept on record for audit

18 **Investment of evacuee moneys.**—All moneys lying with the Custodian or received by him, shall be deposited in the Imperial Bank of India or invested in Government Securities to the extent of such amounts as may be considered necessary.

19. **Basic record of property to be maintained in Property Sections:** (a) *Record of Immovable Property.*—All immovable property taken possession of by the Custodian shall be recorded in Registers in Form No. 9.

(b) *Record of movable Property.*—All movable property taken possession of by the Custodian shall be recorded in a Register in Form No. 10 and a slip in Form No. 11 shall be attached to each article. The officer entrusted with the custody of such property shall be responsible for their safe custody and for protecting them from loss, damage or deterioration. He shall maintain a suitable record of the property taken into custody with a view to facilitate check at any time of the articles in hand with those shown as such in the Registers. He shall also arrange for periodical physical verification of articles in hand.

(c) *Record of valuables*—The account books, title deeds and other valuables and documents taken possession of by the Custodian shall be noted in the Register of valuables in Form No. 12 and slip in Form No. 11 shall be attached to each article.

NOTE 5—When any property is disposed of by sale or otherwise, the details of disposal shall be entered in the appropriate columns of the relevant registers.

20. **Mode of keeping accounts and registers.**—The accounts of the transactions of the evacuees' property shall be maintained in the forms and in the manner as hereinafter specified.

(a) Index Register, giving reference to the pages of registers in which the transactions of the evacuees' are recorded, shall be kept in Form No. 13 in which the names of the evacuees' shall be entered in alphabetical order.

(b) Realisations made or expenditure incurred in respect of evacuees' property shall be noted in the relevant registers maintained in the forms referred to below and such entries shall be attested by the persons making them as well as by the examiners checking them:—

(1) Register of Immovable Property, Form No. 14

(2) Register of Movable Property, Form No. 15.

(3) Register of Debts or Claims due to evacuees, Form No. 16.

(c) After rent/licence fee/lease money has been fixed, the record of immovable and other property leased out shall be kept in columns 1 to 10 of the Rent Demand and Collection Register in Form No. 17. The assessment and realisation for the month shall be noted

in the monthly cage concerned and the balance worked out, the amount, if any, written off being noted in Column 23.

- (d) The recovery of the amounts other than those which are recorded in the Rent Demand and Collection Register shall be made through the Miscellaneous Demand and Collection Register in Form No. 18.
- (e) The Rent Demand and Collection Register as well as the Miscellaneous Demand and Collection Register shall be balanced every month and closed at the end of each year and the outstanding balance struck and carried forward to the registers of the succeeding year. A certificate to the effect that all recoverable demands for the year have been noted in the Registers and that the balances have been correctly carried forward to the succeeding year's registers shall be noted at the end of the Register.
- (f) A statement showing demands to the end of previous month recoveries made during the current month and the outstanding balances shall be submitted to the Ministry of Rehabilitation not later than the 15th of the next succeeding month explaining the causes of arrears and steps taken to clear them up.
- (g) When any property is sold or leased by public auction, the bids should be recorded in the same register (Form No. 19) the signatures or the thumb impression of the last bidder being obtained in Column 11 of the Form.

NOTE.—The intermediate bids in respect for property liable to fetch not more than Rs. 100/- need not be recorded in the register.

- (h) A cash book in Form No. 20 shall be maintained, the amounts received or payments made on behalf of the Custodian shall be entered in the Cash Book on the date they are received or paid. The rent or auction money realised by the persons authorised by the Custodian shall be paid to the Cashier in the office of the Custodian not later than the next working day with a challan or statement showing the details of realisations made. The cash in hand of the Cashier shall be counted at the close of each day by the officer authorised by the Custodian and at the end of each month by the Custodian. Except for special reasons to be recorded, the cash in hand shall be deposited into the Bank on the same day or on the next working day.

The balance in the bank column of the Cash Book at the end of each month shall be reconciled with the balance shown in the Bank Pass Book.

NOTE.—If a cheque has lapsed it shall be cancelled and the amount taken as receipt in the Cash Book and credited to a deposit account in the ledger (Form No. 21). If the payee subsequently turns up and applies for renewal, the cheque, if in his possession, shall be obtained and destroyed and a fresh cheque issued again in Deposit Account. A note of repayment shall be made in Red Ink against the relevant entry in the Cash Book and the Deposit Account (in the ledger deposits remaining unclaimed for complete 12 months) shall be drawn on a contingent bill in Form No. 22 and credited into the Treasury under head XLVX Miscellaneous and the words "Lapsed and credited to the Government on (specify date)" should be noted against the deposit concerned. Subsequent repayment shall be governed by rule 637 *et seq* of the Compilation of Treasury Rules, Vol. I.

- (i) Separate account for each evacuee shall be kept in a Ledger in Form No. 21. Sufficient pages will be set apart for each evacuee. At the end of each month, the closing balances of movable and im-

movable property account shall be transferred to the Personal Account.

- (j) The Ledger shall be balanced monthly and the balances extracted in Form No. 23. The total of the balances in the ledger as worked out in the Register should agree with the cash in the Bank and in hand. If there is any difference, it shall be investigated and adjusted immediately.

NOTE.—A certificate that the balances in the Ledger agree with the Cash in hand and in Bank, shall be submitted to by the 10th of the next following month to the Ministry of Rehabilitation for information.

- (k) Record of applications for copies and inspection fee shall be kept in a Register in Form No. 24. The amount realised will be credited to "Copying Fee Accounts" and shall be drawn at the end of each month and be credited to the head "XLVI-Miscellaneous Fees realised by the Custodian of Evacuee Property."

21. Audit.—The accounts maintained by the Custodian shall be audited as far as possible quarterly under the orders of the Deputy Accountant General, Food and Rehabilitation, by a staff of the Peripatetic Auditors. The Custodian shall place at the disposal of the auditors all accounts, registers, documents and shall furnish all information which may be required by the Auditors.

(2) The result of the audit will be communicated through the Inspection Report promptly. Copies of the unnotated audit notes shall also be furnished to the Ministry of Rehabilitation and Ministry of Finance (Rehabilitation).

22 Security from managers.—The Manager appointed under Sub-section 2 of Section 9 of the Ordinance shall, if required, furnish a security to the satisfaction of the Custodian and shall act under the general supervision and control of the Custodian and may exercise such powers as may be delegated in writing to him by the Custodian from time to time.

23. Appeal, Revision or Review.—(1) An appeal, revision or review under Section 30 of the Ordinance shall be preferred within thirty days from the date of the order complained against by an application stamped with a Court-fee stamp of Rs. 20 setting out the grounds on which the same is preferred. Provided that in the case of an appeal to the High Court, the period of limitation shall be 90 days.

(2) The provisions of Section 4, 5 and 12 of the Indian Limitation Act of 1908 shall, so far as they are applicable, apply in computing the period of limitation under Sub Rule (1) of this Rule. In the case of an appeal or revision the application shall be accompanied by a copy of the order complained against. The memo of appeal, review or revision shall be presented by the party aggrieved in person or by his duly authorised agent or pleader. The appeal or the application for revision or review shall be decided after notice to the parties concerned or any person who, in the opinion of the deciding authority, may be interested in its decision. The deciding authority may admit additional evidence and dispose of the appeal or application or remand the case for further inquiry and decision or report, as is deemed proper.

24. Examination of witnesses.—The Custodian shall be entitled to issue a commission for recording statement on oath of any person, as provided in Order XXVI of the Civil Procedure Code.

25. Fees for inspection and copies.—(i) For supplying copies from any record in the office of the Custodian, the following fees shall be charged:

(a) Certificate of receipt of cash or duplicate copy of challan,	Re. 1/-
(b) Final order of the Custodian,	Rs. 2/-
(c) An application, objection, affidavit, or statement of any party or witness,	Rs. 3/-
(d) Any other document from the record,	Rs. 4/-

NOTE.—The amounts shall be paid in cash along with the application which will be acknowledged in Form No. 7 and its number quoted on the application.

(ii) Any person interested in the evacuee property may with the permission of the Custodian inspect the record relating to such property on payment of Rs. 5 in cash.

(iii) Such inspection shall authorise the person inspecting to take short notes (not verbatim) in pencil.

26. Forms.—(a) Books of accounts and registers shall be printed strongly bound and machine page-numbered before being brought into use.

(b) Stock account of all account registers, books and forms shall be maintained in Form No. 25. The receipt books shall be kept in the personal custody of the Officer-in-charge of the Cash Section.

27. Seal.—The Custodian shall have a seal which will bear the words “CUSTODIAN OF EVACUEE PROPERTY, DELHI PROVINCE”.

28. Administration charges and Custodian Fee.—(1) A fee equivalent to 10 per cent of gross realisation made from evacuee property shall be charged as administration charges. This fee shall be in addition to the expense incurred on the maintenance and repairs and other expenditure which may be incurred directly or indirectly on behalf of the evacuee and shall be levied on the date to be prescribed by the Ministry of Rehabilitation.

(2) When any movable evacuee property is returned under Section 14, administration charges equivalent to 10 per cent of the assessed value of property shall be charged over and above any other charges which may have been actually incurred on maintenance transport or storage of the same.

29. Restitution.—When any property taken into possession as an evacuee property is subsequently declared by the Custodian or any other competent authority to be a non-evacuee property, the Custodian may, on the application of any party entitled to the actual possession thereof, take such action as will place the parties in the same position in which they were on the date of possession. For this purpose the Custodian may order the person in occupation of the property to vacate the same and the Custodian may use such force or authorise the use of such force as may be necessary for the purpose.

FORM NO. 1

[See Rule 5(2)]

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY, NEW DELHI.

NOTIFICATION

Dated

194 .

In pursuance of sub-section (1) of section 6 of the Administration of Evacuee Property (Chief Commissioner Provinces) Ordinance, 1949, the Custodian for the Province of Delhi is pleased to notify for general information the list of the

evacuee properties specified in the schedule annexed hereto, which have vested in him.

SCHEDULE

Serial No.	Description	Locality

Custodian of Evacuees' Property

FORM NO. 2

[See Rule 6(2)]

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES' PROPERTY, NEW DELHI.

Notice under sub-section (2) of Section 6 of the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949.

WHEREAS the undermentioned property has vested in the Custodian under section 5 of the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949, I hereby demand that the possession of the said property be surrendered by you to me or to
authorised by me, by failing which you
will be evicted from the undermentioned premises, with such force as may be necessary for the purpose.

Serial No.	Description	Locality

Custodian of Evacuees' Property,

Dated.

To

.....
.....

FORM NO. 3

(See Rule 7)

WARRANT OF EVICTION

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY, NEW DELHI.

Warrant of Eviction under Section 7 of the Administration of Evacuee Property (Chief Commissioners' Provinces) Ordinance, 1949.

WHEREAS a notice in writing dated _____ in which a demand to surrender the possession of undermentioned property was made to

AND WHEREAS he has refused or failed to vacate the said property.

NOW THEREFORE, in exercise of the powers vested in me by Section 7 of the said Ordinance, I hereby order that _____ be evicted forthwith from the said property and the same be taken into possession. I also order the use of such force as may be necessary for the purpose of eviction and for taking the property into possession.

Given under my hand and seal this _____ day of _____, 194 ____
Custodian of Evacuees' Property.

Serial No.	Description	Locality

THE FORM OF THE BOND

FORM NO. 4

(See Rule 9)

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY, NEW DELHI.

KNOW ALL MEN BY THESE PRESENTS that we
(Superdar) and

(Surety) do hereby bind ourselves and each of us, our and each of our heirs, executors and administrators to pay to the Governor General of India on demand the sum of Rs.

Dated this _____ day of _____, 194 ____

WHEREAS the above bounden (Superdar) has been entrusted by the Custodian of Evacuees Property, Delhi, hereinafter called 'the Custodian', with the custody of the property mentioned in the Schedule hereunder written:

NOW the condition of the abovescribed bond is such that if the above-bounden (Superdar) shall duly hand over to the Custodian whenever demanded by him, the property mentioned in the Schedule hereunder written in good order and condition and shall duly account for any loss which the owner of the property may suffer by reason of any default or neglect on his part and shall, until delivery to the Custodian as aforesaid property maintain and take care of the said property and shall obey all orders of the Custodian in respect thereof then and in such case the abovescribed obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue.

The Schedule above referred to
Signed and delivered by the above-bounden
(Superdar) in the presence of

Signed and delivered by the above-bounden
(Surety) in the presence of

Two witnesses

FORM NO. 5

(See Rule 11)

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY, NEW DELHI.

Dated 194 .

INVENTORY

List of properties recovered on from the House/
Factory/Shop/Garden of
at No.....
Mohalla City

Serial No.	Name of Properties	Description

Witnesses.

(1)

(2)

Signature of official
recovering the property.

Counter signature of Assistant,
Deputy Custodian.

FORM NO. 6

(See Rule 14(3).)

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY, NEW DELHI.

To

.....
.....

WHEREAS the transferor/transferee has presented
an application dated to the Custodian for con-
firmation of the transfer as specified below:.....

You are hereby required to be present on
at in the office of the Custodian.

You may also bring any papers in your possession relevant to the inquiry.

Custodian of Evacuees Property.

PARTICULARS OF TRANSFER

.....
.....

FORM NO. 6

CLAIM REGISTER SHEET.

1	2	3	4	5	6	7	8
S. No.	Name & Address of the party against whom claimed	Case No	Name & Address of the Claimant.	Amount claimed	Nature of claim	Decision	Remarks

FORM NO. 7

(See Rule 16, 25)

GOVERNMENT OF INDIA

CUSTODIAN OF EVACUEES' PROPERTY.

Date.....194 .

Book No. Receipt No.....

Received from... ..

.....

Rs. Rupees.....

.....

on account of.....

.....

.....

Signature of Cashier/Official granting receipt.

FORM NO. 7

(See Rule 16, 25)

GOVERNMENT OF INDIA

CUSTODIAN OF EVACUEES' PROPERTY.

RECEIPT FOR PAYMENTS TO GOVERNMENT

Book No.....Receipt No.....Place

Date.....194 .

Received from.....

.....

Rs. Rupees.....

.....

on account of.....

.....

.....

Signature of Cashier/Official granting receipt.

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FORM NO 8 .

(See Rule 16.)

GOVERNMENT OF INDIA

MINISTRY OF REHABILITATION, OFFICE OF THE CUSTODIAN OF
EVACUEES PROPERTY NEW DELHI.

Book No.

Receipt No.

Place

Dated :

Received from

Has.

• Rupees

in cash/by cheque on account of rent/licence fee/lease money in respect
of _____ for _____

(a) Rs.

Previous Receipt No.

Signature _____

Designation

FORM NO. 9

[See Rule 19 (a)]

(Register of Immovable Property)

S. No.	Locality	Municipal House No.	Ration House No.	Designation of property by name if any and by no type of building for instance residential bungalow shop, Cinema, Theatre, mosque, Factory, etc.	Name and address of owner	Accommodation available No. & size of rooms, store rooms, verandah, kitchen, bathroom courtyard etc.	PRESENT condition of the building
1	2	3	4	5	6	7	8

Site rent if any, payable by owner of the building	Class of accommodation	Whether Electricity or Water laid on	Present occupant (Name and Father's name or Head of Family)	Local or refugee, if refugee, occupation report filed or not. If filed, its No. and date of refugee Registration Certificate	Province of origin Western Pakistan	Authority of occupation if any (allotment or confirmation letter, with no. and date.)
9	10	11	12	13	14	15

Date of occupation	No. of his family members and their Ration Cards Nos. Their names, ages and relationship to the head	Description of present occupation i. e. Business, Service or other avocation	His income from Immov- able property before he left Pakistan	Name of F I who surveyed	Name of officer who checked
10	17	18	19	20	21

No. and Date of tenancy deed ex- cuted	Municipal Assessment	Assessed rent (per mensam)	RESTORATION		Remarks
			Date of application	Restored on	
22	23	24	25	26	27

FORM NO. 11
[See Rule 19 (B&C)]

MALKHANA LABELS

Name of estate
Date of possession.....
Serial No. Register of Valuables.....
.....

FORM NO. 12
[See Rule 19 (c)]

Register of Valuables.

Serial No.	
Name of estate.	
Index Register	
Reference to.	
Register of Moveable Property.	
Full particulars of property.	
Date of possession.	
Initials of the incharge.	
Date of disposal	
How disposed of (in case of sale quote No. & date of receipt.	
Initials of the incharge.	
Remarks.	

FORM NO. 13

(See Rule 20)

Index Register.

1. Serial No.

2. Name and father's name of evacuee with address before evacuation.

3. Firm's name, if any.

4. Date on which property taken over.

5. (a) Register of movable property.

5. (b) Register of Immovable property.

5. (c) Register of debts of claims due to evacuee.

5. (d) Valuable Register.

5. (e) Rent Register.

5. (f) Misc. Demand and Collection Register.

5. (g) Ledger.

Reference to page of

6. Dates on which property restored or disposed of.

7. Remarks.

THE GAZETTE OF INDIA, EXTRAORDINARY, AUG. 31, 1949 1495

- | RECEIPTS | | | | | | | | | | PAYMENTS | | | | | | |
|------------|--------------------------|--------------------------|---------------------------------|------------------------|-------|-------------------|----------|---------|-----------------|-------------------------|-----------------------|-------|-------------------|----------|--|---------|
| Serial No. | No. and date of the bill | No. and date of P.W.A. 3 | Period to which payment relates | Nature of realisation | Total | Progressive Total | Initials | Remarks | Date of Payment | No. of voucher and date | Nature of Expenditure | Total | Progressive Total | Initials | Net amount charged over to per ledger a/c. | Remarks |
| | | | | Rent/License fee | | | | | | | House Tax | | | | | |
| | | | | House Tax | | | | | | | Water Tax | | | | | |
| | | | | Water Tax | | | | | | | Repairs | | | | | |
| | | | | Miscellaneous Receipts | | | | | | | Miscellaneous | | | | | |
| | | | | | | | | | | | Custodian's charge | | | | | |

FORM NO. 15

(See Rule 21)

Register of Moveable Property of

Address

Serial No.	
Description of property	
No. of articles	
Value as per report of Deputy Custodian	
Date of which taken over	
Condition in which taken over	
Reference to order, if restored	
Reference to S. No. in the Sales List	Sale-proceeds received.
No. and date of challan	
Date	
Amount	
Initials	
Remarks	
No. and date of Voucher	Expenditure Incurred.
Particulars of payment	
To whom paid	
Amount	
Custodian's fee amount	
Total	
Initials	
Amount	Net amount carried over to Ledger.
Ledger Folio	
Remarks	

FORM NO. 16

(See Rule 21)

Register of Debts Due or Claim Due to

Evacuee

Reference to Serial No. of Index Register.

Serial No. 1.

Debtor's name with Address. 2.

Nature of Claim. 3.

Amount of debt or claim. 4.

Reference to order determining the debts or claim. 5.

(6) Amount of debt or claim.	Secured	Principal	a	Rs. As. P. Rs. As. P. Rs. As. P.
		Interest	b	
	Unsecured	Principal	c	
		Interest	d	

(7) Amount for which sold.	Date of Auction.	a
	No. & date of receipt	b
	Amount	

If restored to the evacuee date and reference to order of restoration 8

Remarks. 9

FORM NO. 17

(See Rule 20)

Rent Demand and Collection Register

Ward No

Name of Mohalla

1	Serial No	2	House or shop No	3	Name parentage and address of owner	4	Reference to Index Register	5	Name and other particulars of tenants	6	Particulars of property	7	Date of occupation	8	Authority	9	Monthly rent	10	Arrears up to 31st March 19	11	April	12	May	13	June	14	July	15	August
a																		Amount assessed											
b																		No and date of receipt											
c																		Amount realised											
d																		Balance											
e																		Amount assessed											
f																		No and date of receipt											
g																		Amount Realised											
h																		Balance											
i																		Amount assessed											
j																		No and date of receipt											
k																		Amount Realised											
l																		Balance											
m																		Amount assessed											
n																		No and date of receipt											
o																		Amount Realised											
p																		Balance											
q																		Amount assessed											
r																		No and date of receipt											
s																		Amount Realised											
t																		Balance											
u																		Amount assessed											
v																		No and date of receipt											
w																		Amount Realised											
x																		Balance											
y																		Amount assessed											
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aa																		Amount Realised											
ab																		Balance											
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bq																		Amount assessed											
br																		No and date of receipt											
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bv																		No and date of receipt											
bw																		Amount Realised											
bx																		Balance											
by																		Amount assessed											
bz																		No and date of receipt											
ca																		Amount Realised											
cb																		Balance											
cc																		Amount assessed											
cd																		No and date of receipt											
ce																		Amount Realised											
cf																		Balance											
cg																		Amount assessed											
ch																		No and date of receipt											
ci																		Amount Realised											
cj																		Balance											
ck																													

16. September	a	Amount assessed	
	b	No and date of receipt	
	c	Amount realised	
	d	Balance	
17 October	e	Amount assessed	
	f	No and date of receipt	
	g	Amount realised	
	h	Balance	
18. November	a	Amount assessed	
	b	No and date of receipt	
	c	Amount realised	
	d	Balance	
19. December	e	Amount assessed	
	f	No and receipt	
	g	Amount realised	
	h	Balance	
20 January	a	Amount assessed	
	b	No and date of receipt	
	c	Amount realised	
	d	Balance	
21 February	e	Amount assessed	
	f	No and date of receipt	
	g	Amount realised	
	h	Balance	
22 March	a	Amount assessed	
	b	No and date of receipt	
	c	Amount realised	
	d	Balance	
23 Written off	e	Amount assessed	
	f	No and date of receipt	
	g	Amount realised	
	h	Balance	
24 Balance (column 22 (d) minus 23 (b))	a	Reference to account	
	b	Amount	
	c		
	d		
25 Remarks			

FORM NO. 18

(See Rule 20)

Misc. Demand and Collection Register for the year.....

1	1	Serial No.	
	2	Name and address of person by whom the demand is payable.	
	3	Name of owner.	Particulars of the owner.
	4	Reference to index register.	
	5	Nature of demand & instalments.	
	6	Reference to order, if any	
	7	Arrears.	
	8	Current Demand.	Demand.
	9	Total.	
	10	Signature of the Assistant Custodian.	
	11	Number and date of receipt.	Amount Realised.
	12	Amount.	
	13	Balance carried over to next years register.	
	14	Initial's.	
	15	Remarks	

FORM NO. 19

(See Rule 20.)

Sale list of property sold by the Custodian of

Serial No.	1	
Date of Sale	2	
Particulars of Property.	3	
Number of articles, if any.	4	
Name of estate.	5	
Reference to page No. of property register.	6	
Amount for which sold.	7	
Amount recovered at the time of sale.	8	
Balance left due.	9	
Name of bidders and the amount of bids.	10	1 2 3 4 5 6
Thumb impression or signature of purchaser i.e., HIGHEST BIDDER.	11	
No. and date of receipt, issued.	12	
Remarks.	13	

FORM NO. 20

(See Rule 20)

Cash Book for the month of _____ 194

Dr.	Receipts	Payments	Cr.
Date _____			
Serial No. _____			
Sector or Section. _____			
Receipt No. _____			
On what account and from whom received. _____			

Amount Cash in hand	(6)	_____
	(b)	

Remarks. _____

DATE _____

Serial No. _____

Sector or Sections. _____

Voucher No. _____

On what account and
to whom paid. _____

Amount. (a) In cash	_____

Paid at Bank (b)	Cheque No.	_____
	_____	_____

Amount (ii)	_____

Remarks. _____

(See Rule 20)

Evacuee

Movable property.

Ledge No. Page No.

[Rule 16 (i)]

1
2
3
4
5
6

DEBIT

[illegible]

FORM NO. 23

(See Rule 20)

Register showing closing balance at the credit of each Estate or other head of account, during the year.....

Particulars of Ledger	CLOSING BALANCE OF THE LAST WORKING DAY OF												Remarks.
	April 19 .	May 19 .	June 19 .	July 19 .	Aug. 19 .	Sep 19 .	Oct. 19 .	Nov. 19 .	Dec. 19 .	Jan. 19 .	Feb. 19 .	March 19 .	
	Rs A P	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
1. Unclaimed deposits													
2. Deposit account													
3. Estate of,													
Ditto													
Ditto													
TOTAL													

FORM NO. 24

(See Rule 20)

Register of copying and inspection fee realised.

Serial No.	Date	Name (address of applicant)	4 Particulars of record to be		5 Date		6 Fee realised vide		Signature or thumb impression of the person receiving the copy or inspecting the record.
			copied	inspected	on which copy is supplied	and time of inspection of record	Receipt No. & date	Amount	
1	2	3	(a)	(b)	(a)	(b)	(a)	(b)	7

FORM NO. 25

(See Rule 26)

STOCK ACCOUNT OF FORMS.

NAME OF FORM

Date	Opening balance	Received	Issued	Closing Balances	To whom issued	Signature of recipient	Remarks
*1	2	3	4	5	6	7	8

N. B. Separate pages should be allotted to each kind of form.

B. G. RAO, DY. SECY.

FORM NO. 26

(See Rule 26)

STOCK ACCOUNT OF FORMS.

NAME OF FORM

Date	Opening balance	Received	Issued	Closing Balances	To whom issued	Signature of recipient	Remarks
1	2	3	4	5	6	7	8

N. B.—Separate pages should be allotted to each kind of form.

V. D. DANTYAGI, Joint Secy.